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Secretariat

7 November 2001

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Special security arrangements for admission to the premises of United Nations Headquarters during the general debate of the fifty-sixth session of the General Assembly, 10 to 16 November 2001**

1. The present circular describes arrangements that will be in effect at Headquarters for admission to the premises during the general debate of the fifty-sixth session of the General Assembly from Saturday, 10 November through Friday, 16 November 2001. Due to the heightened security at Headquarters, First Avenue between 42nd and 46th Streets will remain closed to vehicular traffic.

2. The United Nations will be closed to the public at 5 p.m. on Wednesday, 7 November. From Wednesday, 7 November through Friday, 16 November, staff members are requested to schedule any appointments with visitors and guests at locations away from the Headquarters site. From Thursday, 8 November through Friday, 16 November, the building will be closed to the public and guided tours will be suspended. The building will reopen to the public on the weekend of 17 and 18 November 2001, when guided tours will resume a regular schedule.

3. During the general debate, individuals holding the following types of passes will not be given access to the United Nations complex: courtesy, retirees, temporary media and recreational club. Outside messengers, guests and holders of library identification cards will also not be admitted. All appointments and meetings during this period should be scheduled bearing this in mind. Since access to the premises will not be granted to family members, staff should make all necessary arrangements in advance in this regard. Unless it is essential to conduct official business, staff members who work in United Nations annex buildings are advised to refrain from crossing First Avenue to enter the United Nations premises from Saturday, 10 November through Friday, 16 November 2001.

* Expiration date of the present information circular: 16 November 2001.

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Access for representatives of non-governmental organizations

4. Special arrangements will be made for a limited number of representatives of non-governmental organizations that will require access. Representatives of non-governmental organizations must be registered to attend the general debate and must obtain a United Nations ID card and a meeting-specific access card. Access arrangements for representatives of non-governmental organizations during the period Thursday, 8 November to Friday, 16 November will require them to use the entrance at 48th Street and First Avenue and the North Lawn approach to the Rose Garden concourse entrance.

Access for interns

5. During the general debate, interns with valid United Nations grounds passes will be admitted at 48th Street and First Avenue and the North Lawn approach to the Rose Garden concourse entrance, where they will be required to pass through a magnetometer.

Closure of First Avenue

6. Upon presentation of their grounds passes, delegations and staff members may cross First Avenue at 42nd, 46th or 49th Streets. The crossing point at 46th Street will be particularly congested and will be designated exclusively for delegations.

7. The street crossing points at 42nd and 46th Streets will be closed at various times throughout the day because of the arrival and departure of motorcades. Therefore, during intermittent closings of First Avenue, the only entry point to the premises will be through the 49th Street crossing and the checkpoint at 48th Street.

8. Staff members and affiliates who encounter difficulty in gaining access should seek assistance from United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the Information and Reception Unit helpdesk, located at the lobby of the DC1 Building on 44th Street and First Avenue.

9. The Secretariat Circle will be closed to vehicular traffic, except for escorted motorcades. The garage entrance at 48th Street will remain open 24 hours from 4 a.m. on Saturday, 10 November until close of business on Friday, 16 November. The garage exit at 42nd Street will be accessible between 11 a.m. and 7 p.m., from Saturday, 10 November to Friday, 16 November.

Alternative access route

10. An alternative route has been established for authorized vehicles from 6 a.m. on Saturday, 10 November until the close of business on Friday, 16 November. Authorized vehicles will be allowed to proceed east along 46th Street to First Avenue and 48th Street to the garage entrance from Saturday, 10 November to Friday, 16 November. In addition, vehicular traffic will be able to approach Headquarters southbound on the FDR Drive. There may be periods during the general debate when the FDR Drive will be closed for intervals during the day.

Access through the Delegates' Entrance and closure of the building

11. In order to enhance security during the period of the general debate, from Saturday, 10 November to Friday, 16 November, the gate at 45th Street and First Avenue and the Delegates' Entrance will be reserved for the exiting of motorcades.

Access to restricted areas

12. The second floor of both the General Assembly and Conference Buildings, and the bilateral meeting areas located in the Chinese Lounge on the second floor and in the area behind the balcony on the third floor of the General Assembly Building will be reserved for members of delegations and staff conducting official business and bearing secondary photo passes issued for the duration of the general debate, in accordance with established procedures.

13. The North Lounge and the South Lounge areas on the second floor of the Conference Building will be accessible to staff members with secondary photo passes who are conducting official business during the general debate. After Friday, 16 November, the South Lounge will be open to staff members when the Security Council is not in session.

14. To the extent that space is available, staff members will be accorded access to the gallery seating areas of the General Assembly Hall upon presentation of their United Nations grounds passes. On certain days, however, special arrangements may be in effect.

Closure of the garage

15. For security reasons, the garage will be closed for parking from 5 p.m. on Friday, 9 November, and will reopen for authorized vehicles at 4 a.m. on Saturday, 10 November. All vehicles must be removed not later than 6 p.m. on Friday, 9 November until the reopening of the garage. Remaining vehicles will be towed and stored at the owner's expense.

Alternative parking while the garage is closed

16. To accommodate staff who will not have access to the United Nations garage after 5 p.m. on Friday, 9 November, parking has been allocated to properly identified vehicles along both sides of First Avenue from 51st to 56th Streets, from 5 p.m. on Friday, 9 November to 6 a.m. on Saturday, 10 November 2001. A special parking decal obtained from the Garage Administration, which will be honoured by the authorities of the Host Government, should be displayed on the dashboard of the vehicle.

Vehicle security checks

17. All vehicles entering the garage are subject to search. Significant delays should be expected. Staff members are encouraged to use public transportation for the period from Saturday, 10 November to Friday, 16 November.

Dining room, other catering facilities and commercial operations

18. It is anticipated that a very large number of security, support and other staff accompanying heads of State and Government will be on the premises and using the catering facilities at the United Nations, and to the extent possible the facilities will be expanded to accommodate them. In addition, during this period the hours of operation for some catering facilities normally used by staff will change. The hours of operation of the various catering facilities from 10 through 16 November will be as follows:

Cafeteria (Secretariat Building, first floor)

Saturday and Sunday (10 and 11 November)	9 a.m.-3 p.m.
Monday-Friday (12-16 November)	8 a.m.-8.30 p.m.

Staff Café (Conference Building, fourth floor)

Monday-Friday (12-16 November)	11.30 a.m.-2.30 p.m.

UNDC-1 Cafeteria, third floor

Monday-Friday (12-16 November)	8 a.m.-4 p.m.

Café Vienna (Conference Building, first basement)

Saturday and Sunday (10-11 November)	9 a.m.-5 p.m.
Monday-Friday (12-16 November)	9.30 a.m.-6 p.m.

19. The Delegates' Dining Room will be open on Saturday and Sunday, 10 and 11 November, from 12 noon to 2.30 p.m., and from Monday to Friday, 12 to 16 November, from 11.30 a.m. to 2.30 p.m. Priority will be given to reservations from delegations.